The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 3.10 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 3.10** is scheduled for **Saturday, April 27, 2018**.

Release HREL 3.10

General Information	
Job Aids	Changes to the following Jobs Aids have been included in this release: **New Job Aids** • MFE106.01: Setup Institution Rank Table • PY_JA013 - FLSA Calculation in OneUSG Connect • TL001.12: Batch Approve Reported Time • QY001.01: Run Pre-Existing Query without Parameters • QY001.02: Run a Pre-Existing Query with Parameters • QY002.01: Save a Public Query as Your Own **Updated Job Aids** • CR_JA001 – Creating a Job Opening • CR_JA009 – Create Non-Person Profiles • HR045.12: Placing a Disabled Employee Not Retirement Eligible on a Leave of Absence In addition, we are removing 27 job aids on how to run specific queries. Practitioners should reference the Query Listing for public BOR queries and use the new job aids for running a query.
Resolved Known Issues	Resolutions to the following Known Issues have been included in this release: • KI9.2-007-PY - Biweekly Employee Pay Statements Showing Incorrect Description for Deductions
Email Notifications Address Change	Employees will begin receiving OneUSG Connect notifications from the email address donotreply@usg.edu. This change will standardize the email address across all system email notifications, including for OneUSG Connect - Careers. It will also correct an issue where some email notifications were being routed to spam folders.

Module Specific Information
Benefits Administration (BN)

Modifications to Existing Processes

Logic Corrected to Account for Employees with Two or More Jobs **BOR_STD_HRS** **BBNP009 (HRID)**	OneUSG Connect logic will now identify and correct situations where the sum of two or more jobs (one primary and at least one more secondary) changes the employee's benefits status. In current processing, Alight is only receiving the standard hours assigned to the primary job. We will now add the standard hours across multiple jobs and pass it to Alight in the nightly HRID file

Careers (CR)

Modifications to Existing Processes

New Print Option for Non-Person Profile	The Non-Person Profile page now has a print icon that generate a PDF version to users can print the profile data. Workforce Development > Profile Management > Profiles > Non-Person Profile

Reports/Queries

New Query: **BOR_JOB_PROFILE_AUDIT**	New query allows users to review all actions taken on a non-person profile.

Commitment Accounting (CA)

Page Changes

Removed BORRETRO Menu Item	Removed BORRETRO menu item from Process Scheduler Request for CA Accounting Actuals. Institutions did not use this item and is only accessed by the Shared Services Center.

Human Resources (HR)

Modifications to Existing Processes

Location Table Error Corrected	Practitioners would see a "no matching values were found" error when trying to view existing or newly added locations. This error is corrected and practitioners can access the appropriate locations for their institutions. Navigator > Setup HCM > Foundation Tables > Organization > Location

Page Changes

New DISLOA Elig_Conflig Field	Elig_Config3 field is now dedicated to those on disability leave of absence. The disability leave of absence job aid has been updated with instructions on when to use the elig_config3 field value of DISLOA. Navigator > Workforce Administration > Job Information > Job data. Within Job Data go to the Benefit Program Participation page and Benefits Administration Eligibility section to see the Elig_Config3 dropdown field.

Modifications to Existing Processes

Review Transactions Tile Change	In Manager Self Service, the "Review Transactions" tile previously defaulted to reference "Absence Management" in the Approval Process section. This tile has been configured to leave the "Approval Process" section blank as a default value. Manager Self Service > Review Transactions
Position Numbers Added to Approval Pages	Previously, approval pages for MSS related actions showed only job titles (ex. Student Assistant) and reports-to titles (ex. Director). These pages will now include the related position numbers so approvers can easily identify which positions have update requests. Manager Self Service > Approvals
Position Management Now Includes Reason Codes	When managers submit position management requests using the Submit Request for Change Position and Funding form, the Reason field will now include University System Office (USO) approved appropriate reason codes. Previously, the Reason field free-form text field. Note: Requests to inactivate positions will default to "Position Inactivation" and requests to add a new position will default to "New". Manager Self Service > My Team > Related Actions > Position and Funding
New Position Management Funding Code Search Options	When a manager selects the magnifying glass to search for Funding Codes, the page will open to the following search options: combination code, description, department description, fund code, department, program code, and class

	field. They will also have the option to search using operators "between", "contains", "equals", etc. Previously, when managers searched for Funding Codes, only combination code and description were the availalbe search options.
	Note: Effective HREL 2.0 combo codes are no longer required fields on MSS position-related transactions.
	Manager Self Service > My Team > Related Actions > Position and Funding

Payroll (PY)

Modifications to Existing Processes

Employee Self Service (ESS) Check and Advice Statement Deduction Descriptions Corrected	The ESS Check and Advice Statements were displaying incorrect deduction descriptions. The deduction descriptions are now displaying correctly.
	Employee Self Service > Pay Tile
	Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

Reports/Queries

New Query: BOR_PY_AUTO_ADJ_NOT_LOADED	This query prompts by Pay Run ID and returns Automated Adjustments that are entered but not yet loaded to the staging table. Query results can be used to validate data prior to running the Automated Adjustment Load to ensure accuracy of entered transactions.
	Navigator > Reporting Tools > Query > Query Manager

New Query: BOR_PY_ADDL_PAY_BY_RUNID	The query prompts on Pay Run ID and returns pay earnings at the employee level that were not loaded by Time and Labor or from OT-Other sources and have an Additional Pay Sequence Number. Practitioners can use the query to review Additional Pay during payroll review. Navigator > Reporting Tools > Query > Query Manager
Payroll Presheet Audit Report Modifications	The customized Payroll Presheet Audit Report has been modified for the following: 1. The report was returning duplicate error messages for employees. Now, duplicated error messages should no longer be returned for the same employee. 2. The report was returning Non-Resident Alien (NRA) employees who are exempt from FICA. For example: Employee is in the xxA pay group, which is generally subject to FICA. Since the NRA employee is exempt this employee would be returned on the report even though Exempt is correct for this employee. Now, "Incorrect FICA Status" messages will no longer be returned for NRA employees who are Exempt from FICA when it is not the usual FICA status for the employee's pay group. 3. The report was returning the message "Comp Rate is Missing" for any employee without a compensation rate. Now, "Comp Rate is Missing" messages will no longer be returned for employees in the %P pay group to help reduce the number of employees returned.

	4. The report was not providing the employee's pay group when the "Comp Rate is Missing" message was returned. Now, the employee's pay group displays when the message "Comp Rate is Missing" to provide more information during review. Navigator > Payroll for North America > Payroll Customization > Payroll Presheet Audit Report

New Functionality

Purchasing Power Functionality	In preparation for Purchasing Power, a new employee benefit, the following has been added to production: • 00PPWA – Purchasing Power general deduction code. Deduction code is after-tax, partial deductions and arrears are not allowed, and the deduction is scheduled for the first and second biweekly payroll as well as the monthly. • Purchasing Power Remittance process is a custom process Shared Services Center will run post-confirm that creates the required Purchasing Power remittance files.

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Time and Labor (TL)

Reports/Queries

Modifications to BCOMM Queries	The following queries were updated with additional fields to support badge data validation between OneUSG Connect and B-COMM. BOR_TL_BCOMM_NUM • Badge Status • Pay Group • Department Number • Department Name • Workgroup BOR_TL_BCOMM_BADGE_MISMATCH • Badge Status

Other Notes

Next Scheduled Release	OneUSG Connect **Release 3.12** is currently scheduled for **Saturday, June16, 2018**. You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact OneUSG Connect immediately at 877-251-2644 (Toll Free) or sscsupport@ssc.usg.edu.